



## **VACANCY NUMBER 16-038**

**OPEN TO:** **U.S. EMBASSY EMPLOYEES ONLY**  
**POSITION TITLE:** **POLITICAL ASSISTANT**  
**OPENING DATE:** JUNE 29, 2016  
**CLOSING DATE:** JULY 6, 2016  
**WORK HOURS:** FULL TIME, 40 HOUR WORK WEEK (Must be available to work overtime, and on weekends or holidays if needed).  
**SALARY:** ORDINARILY RESIDENT (OR): FSN-9 ERR  
NOT-ORDINARILY RESIDENT (NOR): FS-5\*  
\*Final grade/step for NORs will be determined by Washington

***ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition). MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.***

**The U.S. Mission in Israel is seeking eligible and qualified applicants for the position of  
POLITICAL ASSISTANT**

### **BASIC FUNCTION OF POSITION:**

This position is located in the Political Section in the U.S. Embassy Tel Aviv, Israel. The incumbent provides information gathering, research, reporting and support services related to political reporting. Prepares original analytical cables and reports for transmission to Washington. Must have the ability to develop and maintain a wide range of contacts, from working to high level, in the public and private sectors across Israel. Ability to interrelate political developments with economic and social forces and factors. Also, must be able to obtain materials and information from varied sources and to plan, organize and execute research projects.

### **QUALIFICATION REQUIRED:**

- **EDUCATION:** University degree in political science, international relations, journalism, history, international law or equivalent.
- **EXPERIENCE:** A minimum of five years of progressively responsible experience in civil administration, program support, or research and analysis in the social sciences.
- **LANGUAGES:** Fluency in both English and Hebrew (this will be tested).
- **SKILLS AND ABILITIES:** Ability to use computer software programs to include Microsoft Office and Excel.
- **JOB KNOWLEDGE:** Extensive knowledge of Israel's political, economic and social structure, institutions, political parties, history and key political figures. Strong familiarity with and contacts in Israel's periphery and minority communities. Sound grasp of the history and main issues in U.S.-Israeli relations.

**UNSUCCESSFUL CANDIDATES WILL NOT BE NOTIFIED**

**FOR FURTHER INFORMATION:** The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://israel.usembassy.gov/emp.html> and/or by contacting the Human Resources Office (point of contact: Jenny Zer, 03-519-7318 or 050-305-5375).

**SELECTION PROCESS:** When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

**HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a security certification.

**HOW TO APPLY:**

**Applicants must submit the following documents to be considered:**

- Universal application for Employment (UAE), [DS-174](#), which is available on our website or contacting Human Resources. (See "For Further Information" above); and
- Any additional documentation that supports or addresses the requirements listed above (e. g. transcripts, degrees, etc.)

NOTE: Please download the DS-174 onto your personal computer, complete it, and send to the HR Office. See "Where To Apply" for details.

**IMPORTANT:** Applicants claiming a U.S. Veteran's Preference must submit written documentation confirming eligibility (e.g., Member Copy 4 or Form DD-214, letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the verification is submitted) by the closing date of the vacancy announcement.; If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

**WHERE TO APPLY:**

Human Resources Office: Jenny Zer  
Mailing Address: U.S. Embassy Tel Aviv, 71 Ha'yarkon Street, Tel Aviv  
FAX Number: 972-3-519-7605  
E-mail Address: [telavivemp@state.gov](mailto:telavivemp@state.gov)

**EQUAL EMPLOYMENT OPPORTUNITY:** The US Mission in Israel provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **Appendix A – DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. citizen or not a U.S. Citizen; **and**;
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardian ship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets all of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Services.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets all of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria:

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; **and**
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not an EFM**;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR):** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; **or**
- Has diplomatic privileges and immunities; **and**
- Is eligible for compensation under the FS or GS salary schedule; **and**
- Has a U.S. Social Security Number (SSN); **and**
- Is not a citizen of the host country; **and**
- Does not ordinarily reside in the host country; **and**
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR):**– An individual who meets the following criteria:

- A citizen of the host country; **or**
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is a local resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and /or residency permit; **and/or**
- Is subject to host country employment and tax laws.